

To: RDA Steering Committee
From: Kathy Glennan, RSC Chair
Subject: Incoming and Departing RSC Members

This document sets out expectations and processes for incoming and departing RSC members.

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1 Introduction

All RDA Steering Committee (RSC) members have a fixed term in office, other than the Director of ALA Digital Reference. Access to various collaborative tools needs to be activated when new members join and deactivated after they depart.

2 New Members

Outgoing RSC members are primarily responsible for the orientation of their successors. The RSC Secretary, RSC Chair, and Director of ALA Digital Reference can provide additional information as needed.

The RSC Chair or RSC Secretary will inform the RSC about the new member.

The RSC Secretary will work with the incoming member to create a brief announcement for the RSC website and will update the RSC Members page.

The Director of ALA Digital Reference will set up a new email account, or transition an existing email account, with an @rdatoolkit.org email address. The latter approach is used with position holders. Current position holders are expected to share their password with their successor when they transition their responsibilities. Backup representatives do not receive an @rdatoolkit.org email address.

The Director of ALA Digital Reference also sets up access to the restricted part of the RSC website.

The RSC Secretary will provide access to collaborative workspaces as needed, including Google Drive and Basecamp, and will share the latest version of the RSC orientation document ([RSC/Operations/7](#)) and the latest RSC Calendar.

The Chair of the RDA Board, as an ex officio member, is handled somewhat differently. The RSC is not responsible for making the announcement or providing an @rdatoolkit.org email address. However, the incumbent does need access to the RSC's collaborative workspaces.

New members should review the [Information for new RSC members and backups](#) document (RSC/Operations/7) as well as the content of the links provided there. The [Restricted Tools for RSC Work](#) page in the RSC area of Basecamp is also a useful resource.

3 Members Changing Roles

Sometimes RSC members transition from one role to another, without rotating off the Committee.

The RSC Secretary will determine which steps listed above under [Section 2](#) (New Members) apply in this situation and ensure that these take place.

4 Departing Members

RSC members rotating off the RSC are thanked publicly for their service at their last RSC meeting.

These members may have up to a one-month grace period following the end of their term to access the collaborative workspaces and their @rdatoolkit.org accounts.

The Director of ALA Digital Reference is responsible for archiving Google accounts (including email and Google Drive data), Basecamp pages, and pages and documents on the RSC website. Departing members should review whether they have any other documents from their RSC work that should be archived.¹ If so, they should be sent to the RSC Secretary.

The RSC Secretary will update the RSC Members page and remove their access to the collaborative workspaces, if applicable.

¹ Archiving guidelines are under development.

The Director of ALA Digital Reference will delete the @rdatoolkit.org email address if appropriate. If the @rdatoolkit.org email address is being transitioned from one individual to another, this may not be necessary.

5 Working Group Members

After the RSC approves the membership of a working group, the RSC Secretary sends individual email invitations to serve, answering or referring questions to the Working Group chair as appropriate. The invitation includes the near-final Terms of Reference for the group and refers to [RSC/Operations/3](#), which outlines general terms of reference.

RSC working groups are expected to do their work online through tools provided by ALA Publishing, such as Basecamp, Google Drive, and Google Meet; they are not expected to meet in person. Working Group chairs may use other collaborative tools from their employer as they see fit. Working group members who do not already have access to RDA Toolkit will be provided logins to support their work. Working group members, including chairs of task and finish working groups, do not receive @rdatoolkit.org email addresses.

When a task and finish Working Group is done, or when members rotate off standing working groups, the RSC Secretary removes the members' access to the collaborative tools supported by ALA Publishing, as appropriate. The Working Group chair is expected to forward to the RSC Secretary any documentation that needs to be archived.